

Job Title	INSTRUCTOR- COMPUTER APPLICATIONS
Department	BUSINESS AND INDUSTRY SERVICES
Reports To	DIRECTOR, BUSINESS AND INDUSTRY SERVICES

EMPLOYMENT TERMS:

<i>Adjunct- Part-time</i>

QUALIFICATIONS:

Education	A high school diploma or GED and completion of a program of preparation in the instructional field or discipline at an accredited private or public secondary institute or college, or completion of an equivalent military or company-sponsored training program, or an approved apprenticeship program, or completion of courses comparable with the content to be taught.
Experience	Must demonstrate excellent written and verbal communication skills. In-field work experience within the past five years with computer applications training (MS Word, Excel, PowerPoint, and Access). Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach. Occupational and/or licensing experience must meet the current requirements of appropriate licensing boards for the area of instruction.
Desirable Skills	Teaching experience at the postsecondary level or experience as a trainer in industry. Active participation in appropriate professional/occupational organizations. Supervisory experience and effective communication skills.

PRIMARY DUTIES:

<p>Develops, implements, and evaluates training programs for business and industry. Establishes an environment conducive to learning. Consults with industry partners to develop customized training programs. Ensures that all training objectives are met in accordance with the training project.</p> <p>Submits and/or updates all paperwork and required reports on time including course evaluations, documentation of trainee performance, and instructor time sheets. Maintains credentials, licensure, and certification as required. Performs other instructional responsibilities as assigned by the department and/or the Vice President of Economic Development.</p>

APPLICATION DEADLINE: Until filled

Applications are submitted on-line only at www.augustatech.edu .
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TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.
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PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. (Conducted by Augusta Technical College)

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Hourly
